

SAMPLE BUDGET: SUMMER SEMINAR

A. PARTICIPANT STIPENDS

Four-week seminar, 16 participants @ \$3,300 **\$52,800**

B. OPERATING COSTS

1. Salaries and Wages **\$29,037**

a. Project Co-Directors

60% of \$20,000 = \$12,000 x2= \$24,000

b. Faculty, Lecturers, and Other Project Staff

Onsite coordinator: 20 days x \$150 = \$3,000

One Selection Committee Stipend = \$250

c. Administrative support and Graduate Assistants

Secretary: 2.5 months (0.2083 year) x 33% of \$26,000= \$1,787

2. Fringe Benefits **\$6,880**

24% of \$27,250 (1a+1b) = \$6,540

19% of \$1,787 (1c) = \$340

3. Consultant Fees and Honoraria **\$250**

One selection committee stipend

4. Professional Travel and Subsistence **\$2,128**

Two-day project directors' meeting for 2 co-directors

Airfare: \$500 x 2=\$1,000

Hotel: 2 days at \$211 = \$422 x 2=\$844

Per diem (meals plus incidental expenses): 2 days at \$71 = \$142 x 2=\$284

5. Supplies and Materials (Consumables) **\$2,160**

Books: \$100 per participant = \$1,600

Misc: \$35 x 16 participants = \$560

6. Services **\$4,155**

Postage: 500 x \$.44 = \$220

Telephone: 3 months x \$120 = \$360

Duplicating: 1500 x \$.05 = \$75

Website, communications intern, and publicity: \$3,500

7. Total of item B only (1 through 6) **\$44,610**

C. INDIRECT COSTS **\$12,491**

Negotiated rate based on appropriate share of "Operating Costs" only (28% of \$44,610)

D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C) **\$109,901**